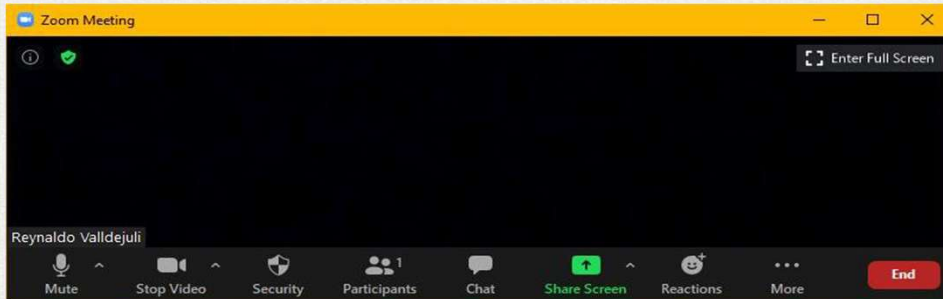


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.



eScholar Office Hours

August 5, 2021

Visit the [eScholar Support Page](#) for a copy
of the webinar deck.

Agenda

- eScholar URLs for Uniq-ID, DirectMatch, StaffID
- Password resets
- Review eScholar systems startup timelines for 2021-2022
 - Uniq-ID
 - Submit student data
 - DirectMatch
 - Running SNAP, TANF, etc. matches
 - Search function (by student or “MyStudents”)
 - StaffID
 - Submit staff data
 - Employee status codes
 - Who should/should not be submitted



eScholar 2021-2022 Startup



eScholar URLs

Uniq-ID:	https://louisianasecureid.escholar.com/uid/login.do
StaffID:	https://louisianastaffid.escholar.com/uid/login.do
DirectMatch:	https://SecureID.Idoe.la.gov/ (NEW)
User Guides:	2021-2022 eScholar Uniq-ID User Guide 2021-2022 eScholar StaffID User Guide 2021-2022 eScholar DirectMatch User Guide 2021-22 eScholar DirectMatch Admin Guide Security Management
eScholar Info:	eScholar Support Page



eScholar Password Resets and FTP Access

Uniq-ID and StaffID: Password Resets

- **Security coordinators:** contact Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- **Data managers:** contact your security coordinator

DirectMatch: Password Resets

- within the application (click on the *Lost Your Password* button)

eScholar FTP: <https://louisianasecureftp.escholar.com/WebInterface/login.html>

- access to eScholar FTP, Credentials folder, IBCs or HighSet folders
- contact: LouisianaSecureID@escholar.com



2021-2022 eScholar Uniq-ID



eScholar Uniq-ID

- Submit your **2021-2022 expected student enrollments** to Uniq-ID for LASID assignment.
 - Submit returning and new students at the beginning of the school year
 - Submit new enrollments throughout the year

How Uniq-ID Data Are Used:

- LASIDs are used to identify students when reporting student data in various LDOE application systems (e.g. EdLink 360).
- LASIDs are used to precode assessments.
- Certain student data is populated in EdLink 360 from data reported to Uniq-ID



eScholar Uniq-ID

Problem Analysis and Resolution:

For student(s) who graduated in the 2020-2021 school year and it was determined there are issues with the student's transcript not being received by LOSFA due to missing demographic information:

- update the students information in your local system (SSN, parental consent, etc.)
- submit the student to Uniq-ID for the 2021-2022 school year:
 - **ESSY = 2022** with **Location Active Flag = 0 (inactive)**
- submit the student to the Student Transcript System (STS)
- submit the graduation date
- certify the site

2021-2022 DirectMatch





eScholar DirectMatch

eScholar DirectMatch system (Version 2020)

- URL: <https://SecureID.idoe.la.gov/>
- Your email address is your loginID
- Users can reset their password within the application
- DirectMatch houses multiple program types (SNAP, TANF, etc.)
 - Match students through Person ID, Upload File, Individually by LASID or address
 - Identify DC extended children (siblings or children living in the same household; enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster care)
 - Calculate Identified Student Percentage (ISP), view and submit Population and Elections data for Community Eligibility Provision (CEP) (will be available in late Fall)
- Run DirectMatch **after 2021-22 expected student enrollments** have been submitted to eScholar SecureID



eScholar DirectMatch Issues

SYSTEM ISSUES:

- MyStudents shows a higher count than the DM Index record count
 - eScholar will be putting in a patch to pull ALL matched students from all batches into the DM Index file when the MyStudents function is used.

Problem Analysis and Resolution

DirectMatch shows no records are available for download:

- DirectMatch was not pulling all students from Uniq-ID to match against the SNAP file. eScholar has corrected this issue. Rerun DirectMatch.
- ensure that you have submitted your students to Uniq-ID for ID assignment
- once students are identified as free lunch eligible they will not be re-matched when DirectMatch is rerun.

eScholar DirectMatch

- Submit your students to Uniq-ID for LASID assignment BEFORE you run DirectMatch.
- Do **NOT** load any student file into DirectMatch. When you are ready to run DirectMatch click on the PersonID button. The application will source your students in Uniq-ID and match them against the SNAP/TANF files.

Home > Match Options

Match Options

PERSON ADDRESS

Match Option: **Person ID** Upload File Individual Match Manual Authorization

District: **All Districts** Specific District

School: All Schools

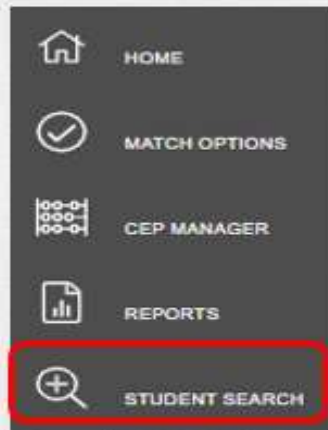
Match Type:

Reset **Match**

DirectMatch: Search Function

Using the Search button:

- you can find a student by LASID or LocalID
- Obtain all your SNAP eligible students from the start of the school year till the last date DirectMatch was run.
 - This is the function formerly known as MyStudents in Version 11.



DirectMatch: Search by Student

Identifier: enter the LASID or the LocalID

Select the Match Type

Click Search

Home > Search Options

Search Options

Identifier :

Match Type :

District :

School :

School Year :

[Reset](#) [Search](#)

Search Results

State ID	Name #	DOB	Gender	Grade	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
						9109673 SIS	SNAP	07/01/2021	>>

1 - 1 of 1

[Previous](#) [1](#) [Next](#)

DirectMatch: “MyStudents”

- Select the Match Type; School Year = 2022; Click the Search button
- The students’ data will appear in a table
- Click on the paper icon to download the students

Home > Search Options

Search Options

Identifier :

Match Type :

SNAP

District :

Vernon Parish School...

School :

School Year :

2022

Reset

Search

Search Results



State ID	Name	DOB	Gender	Grade	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
						9189769 SIS	SNAP	07/01/2021	>>
						3189885 SIS	SNAP	07/01/2021	>>



2021-2022 Startup Timeline for the eScholar DirectMatch System

- eScholar is providing training for eScholar DirectMatch
- The Registration link is below and posted on the [System Support page](#) and [CNP site](#)
 - **Session 3** - Friday, August 20, 2021 10:00 -12:00 noon
 - Registration: https://escholar.zoom.us/webinar/register/WN_ZR7V1c-ISDy9wQc4swAJew

After registering, you will receive a confirmation email containing information about joining the webinar.

The slide decks have been posted to the [eScholar Support](#) page.



DirectMatch Q & A

1. Which file do I download to submit to my food service system

- *The DM Index file is used to submit your free lunch students to your food service system.*
- *The 3.0 file format is used to submit to your local system (Jcampus, PowerSchool, etc.)*
- *The 3.0+ file format is used for audits.*

2. How many times should I run DirectMatch

- *DirectMatch should be run monthly, every time a new SNAP file is loaded into eScholar*
- *You have new students enrolled in your district and you have submitted them to Uniq-ID for LASID assignment*
- *Note: District will be running their DirectMatch from July to September. Starting in October the LDOE will run DirectMatch for all districts (statewide matching)*
 - *Districts will be responsible for resolving all near matches, download their file and submitting them to their local SIS and/or to their food service system.*



2021-2022 eScholar StaffID

eScholar StaffID

- Submit your **2021-2022 staff** to StaffID for ID assignment.
 - Submit returning and new staff at the beginning of the school year
 - Submit new staff hires throughout the year
- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.
- If you do not have a current year record in eScholar StaffID you will see the error message below when you log into EdLink.

You do not have a valid user ID and staff ID linked. Please contact your local security coordinator for assistance

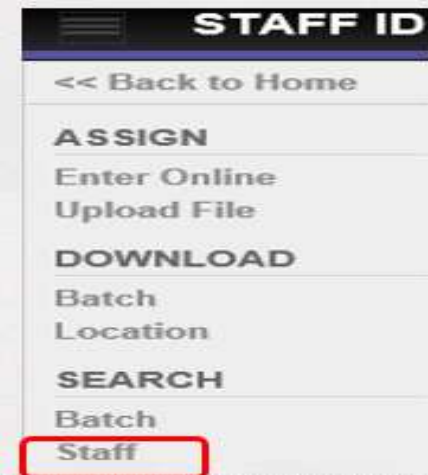
EdLink Username in eScholar StaffID

Users will not have access to EdLink for the following reasons:

- The user was not submitted to eScholar StaffID for the 2021-2022 school year
- The user's EdLink username is not linked to eScholar StaffID

Link the EdLink username to eScholar StaffID:

- At the home page, under SEARCH,
select Staff



Search for the User

BASIC SEARCH ADVANCED SEARCH ID SEARCH

First Name:*

Middle Name:

Last Name:*

Suffix:

Date Of Birth: /

(*) Required

CLEAR

SEARCH

ENTER NEW STAFF

SEARCH RESULTS

STAFF ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	RACE(S)	SSN	MATCH PROBABILITY
47-8698-9886	Sothirajah	Jayanthi			12/15/1963	FEMALE	SEA	LEA	Non-Hispanic, Asian	###-##-0494	80

Edit the User's Data

- Scroll to the bottom of the page and click on the EDIT STAFF button.

EDIT STAFF

- Scroll up till you see the Customer Defined Fields. In the StateUserID enter the EdLink username

- Scroll down and click on the Update Staff Record.

UPDATE STAFF RECORD

ADDRESS INFORMATION	
ADDRESS 1	
ADDRESS 2	
CITY	
STATE	
ZIP	

CUSTOMER DEFINED FIELDS	
STATE USERID	jsothira

What codes are used for the Employee Status?

The codes used for the Employee Status are:

- 01 – school board employee
- 02 – post-secondary employee
- 03 – contracted professional services person
- 04 – third party contract employee
- 05 – state employee (classified)
- 06 – state employee (unclassified)
- 07 – resident teacher

Who Should be Submitted to eScholar StaffID?

- Any staff without a 10-digit eScholar StaffID
- Any new staff who recently joined the school system
- Regular employees (*employee status code = 01*)
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) (*employee status code = 03 or 04*)
- Post-secondary employees (for which the district collects SSN) (*employee status code=02*)
- Long term substitute teacher reported to PEP as a regular employee (*employee status code = 01*)
- Resident teacher (*employee status code = 07*)

Who Should NOT be Submitted to eScholar StaffID?

- Vacant (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*where the district does not collect SSN; but creates an SSN that begins with 998*)
- Short term substitutes

Office Hours and Monthly Webinar

- eScholar Office hours **NEW** 10:00 am each Thursday
 - Zoom link: <https://ldoe.zoom.us/j/96648596634>
 - Dial-In Phone Number: (312) 626-6799
- Data Coordinator Office hours 1:00 pm each Thursday (except the Thursdays when the monthly Data Coordinator webinar is held).
 - Zoom link: <https://ldoe.zoom.us/j/93069704449>
 - Dial-In Phone Number: (408) 638-0968
- Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month
 - Thursday, August 12 See the full [2021-22 Data Coordinator Webinar schedule](#)
 - Zoom Link: <https://ldoe.zoom.us/j/976397929>
 - Dial-In Phone Number: (408) 638-0968
 - Meeting ID#: 976 397 929

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER), Teacher Student Data Link (TSDL): Bernetta.Sims@la.gov
- Student Information System (SIS) & School Calendar (SPC): Tara.Baylot@la.gov
- Student Transcript System (STS) & Curriculum (CUR): SystemSupport@la.gov
- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR): SystemSupport@la.gov
- ID Management Manager, Early Childhood CLASS: Anantha.Lakkakula@la.gov
- eScholar Unique ID, DirectMatch & StaffID: Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- 2021-2022 System Enhancements & Sponsor Site System (SPS): Kaylie.Loupe@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov
- EdLink data submission, dashboard access: EdLink360@la.gov